

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

October 1, 1998

ALL-COUNTY LETTER NO. 98-77

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY INDEPENDENT LIVING
PROGRAM COORDINATORS

SUBJECT: INDEPENDENT LIVING PROGRAM (ILP) ANNUAL STATISTICAL
REPORT (SOC 405A)

This letter revises instructions contained in County Fiscal Letter (CFL) 97/98-07 (dated August 22, 1997) and serves as notification that the ILP Annual Statistical Report (SOC 405A) must be completed and submitted in hard copy. CFL 97/98-07 informed counties that the ILP statistical reporting process for federal fiscal year (FFY) 1998 would be accomplished via the Child Welfare Services/Case Management System (CWS/CMS). The implementation of CWS/CMS was to eliminate the annual process of manually completing report form SOC 405A. However, reporting inconsistencies were discovered and need to be researched by the CWS/CMS Governance Structure so that corrective actions can be taken. Until notified that CWS/CMS can produce the data required for ILP reporting, the format reverts to the one used in prior years, with the exception that the ILP Report of Individual Youths Served (SOC 405) no longer needs to be submitted. In July 1998 the ILP Coordinators were advised that the SOC 405A must be done manually for FFY 1998, which is the period October 1, 1997 through September 30, 1998. The data for FFY 1999 also must be kept manually until notification from the CWS/CMS Governance Structure.

Please note that the numbers of youths who are identified in Items 10-25 are components of Item 9. Therefore, no single number for Items 10-25 should exceed the number in Item 9. Item 24 has been revised from youths requesting to youths considered appropriate for transitional housing placement and denied the service. We have attached a camera-ready copy of the SOC 405A (8/98).

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Reports submitted in formats other than the SOC 405A will be returned.

Also, as in prior years, each county is to submit a narrative about the ILP activities conducted and services provided. The narrative should include, but not be limited to: program description, current program status, program modifications or changes from previous years, and an account of any coordinating activities with other community agencies to achieve the goals of the ILP. Please submit the completed SOC 405A to the Data Operations Branch Reports Unit and the ILP activity narrative to Ms. Lupe Humphrey, Foster Care Branch, Placement Resources Unit, no later than October 30, 1998 at the following addresses:

Reports Unit
Data Operations Branch
California Department of Social Services
P.O. Box 944243
Sacramento, CA 94244-2430

Lupe Humphrey M.S. 19-78
Placement Resources Unit
Foster Care Branch
California Department of Social Services
744 P Street
Sacramento, CA 95814

***Original Document Signed By
John H. Wilson on 10/1/98***

JOHN H. WILSON
Deputy Director
Program Planning and Performance Division

Attachments

c: CWDA

Send one copy to:
 Department of Social Services
 Reports Unit, M.S. 19-81
 P.O. Box 944243
 Sacramento, CA 94244-2430

INDEPENDENT LIVING PROGRAM (ILP)

Annual Statistical Report
 Federal Fiscal Year
 (October 1 through September 30)

COUNTY	COUNTY CODE
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PART A. YOUTHS SERVED AND CLIENT CHARACTERISTICS

1. Youths to whom ILP services were offered during the year	1	
2. Youths who received ILP services during the year (sum of a and b below)	2	
a. Youths who are single	2a	
b. Youths who are married	2b	
3. Youths who received ILP services and are parents (sum of a and b below)	3	
a. Youths who are teen fathers	3a	
b. Youths who are teen mothers	3b	
4. Youths who received ILP services and have special needs (educational, mental and/or physical)	4	
5. Youths who received ILP services and are no longer in foster care (age 18-21)	5	
6. Youths who received ILP services during the six month period following exit from foster care	6	
7. Youths in Probation Department who received ILP services	7	
8. Youths in County Welfare Department who received ILP services	8	

PART B. PROGRAM OUTCOME/CLIENT PROGRESS

9. Youths who completed ILP services or a component of services	9	
10. Youths who are continuing to receive ILP services	10	
11. Youths who completed high school/GED or adult education	11	
12. Youths continuing and/or currently enrolled in high school/GED or adult education	12	
13. Youths who have completed vocational or on-the-job training	13	
14. Youths continuing and/or currently enrolled in vocational education or on-the-job training	14	
15. Youths enrolled in college (sum of a and b below)	15	
a. Community college	15a	
b. Four-year University	15b	
16. Youths who obtained employment (sum of a and b below)	16	
a. Youths who obtained full-time employment	16a	
b. Youths who obtained part-time employment	16b	
17. Youths enlisted in military, Job Corps, or California Conservation Corps	17	
18. Youths actively seeking employment	18	
19. Youths determined unemployable, SSI eligible, or other similar special category	19	
20. Youths who are living independently of agency maintenance programs	20	
21. Youths who obtained subsidized housing	21	
22. Youths who transitioned into other government assisted services	22	
23. Youths who received transitional housing placement services	23	
24. Youths who were appropriate for and were denied transitional housing placement services	24	
25. Youths for whom no information could be obtained	25	

Person to contact	Telephone number	Date
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INDEPENDENT LIVING PROGRAM ANNUAL STATISTICAL REPORT
FORM SOC 405A

ITEM INSTRUCTIONS

PART A. YOUTHS SERVED AND CLIENT CHARACTERISTICS (for Federal Fiscal Year)

All foster youths age 16 and older to whom ILP services have been offered must be counted in the ILP Annual Statistical Report, Form SOC 405A

1. Youths to whom ILP services were offered during the year - Report the number of youths to whom a component of ILP services were offered by the county during the year, include in this item those youths who had been determined by the county to be eligible for services but who declined services when offered. A mass mailing of general information to perspective participants is not considered services offered.
2. Youths who received ILP services during the year - Report the number of youths who participated in ILP services provided by the county during the year. Count each youth only once for the year, regardless of the number of services that he/she received. Youths who were placed in your county (out-of-county placements) for ILP services may be included in this count. Both the sending county and the receiving county may count the same individual in their respective reports if the counties provided either an ILP service or conducted a needs assessment. (Sum of 2a and 2b).
 - 2a. Youths who are single - Of the total number of youths who received ILP services reported in item 2 above, enter the number of youths who are single.
 - 2b. Youths who are married - Of the total number of youths who received ILP services reported in item 2 above, enter the number of youths who are married.
3. Youths who received ILP services and are parents - Report the number of youths who are parents. (Sum of 3a and 3b).
 - 3a. Youths who are teen fathers - Of the total number of youths who received ILP service reported in item 3 above, enter the number of youths who are teen fathers.
 - 3b. Youths who are teen mothers - Of the total number of youths who received ILP services reported in item 3 above, enter the number of youths who are teen mothers.
4. Youths who received ILP services and have special needs (educational, mental and/or physical) - Report the number of youths who have special needs which are educational, medical, mental, and/or physical in nature that impact or create significant impediment toward transitional planning, as compared to other youths eligible for ILP services.
5. Youths who received ILP services and are no longer in foster care (ages 18-21) - Report the total number of youths age 18-21 who received ILP services during the year.
6. Youths who received ILP services during the six month period following exit from foster care - Of those youths reported in item 2 above, report the number of youths who received services during the six month period following exit from the foster care system. Exit is defined as the point in time when a youth becomes ineligible for foster care or when he/she is emancipated. This category includes those youths who have returned home and are in the Family Maintenance Program and/or those youths whose Family Reunification service plans have been successful in that they were returned home and their Child Welfare Services cases closed.
7. Youths in Probation Department who received ILP services - Report the number of youths who received ILP services that are Probation Department youths.
8. Youths in County Welfare Department who received ILP services - Report the number of youths who received ILP services that are County Welfare Department youths.

PART B. PROGRAM OUTCOME/CLIENT PROGRESS (clients identified during the FFY and received follow-up by September 30.)

This part provides information concerning program outcome and client progress, ILP results are measured by the status of participant achievement 90 days after completion of all services to be provided, or after completion of a component of services which can lead to a measurable program outcome. The county having jurisdiction for the youth is responsible for identifying and reporting the program outcome/client progress on the Form SOC 405A.

The youths for whom program outcome/client progress is to be reported are those youths who have completed all ILP services or a component of services during the FFY.

This is the population for whom a follow-up/progress report will be completed (results achieved at least 90 days after participants completed the program). The 90 day follow-up or program outcome or client contact to ascertain program outcome/client progress should be made between **September 9 and September 30**. An individual may have more than one program outcome or client progress report. Report all applicable program outcome/client progress.

9. Youths who completed ILP services or a component of services - Report the total number of youths who completed ILP services or a component of services during the FFY.

OF THE TOTAL NUMBER OF YOUTHS SPECIFIED IN ITEM 9 ABOVE, REPORT THE INFORMATION REQUESTED IN ITEMS 10-25 BELOW.
(Numbers in items 10-25 below must be less than or equal to the total of item 9).

10. Youths who are continuing to receive ILP services - Report services such as vocational training, scholarships, ILP workshops, etc.
11. Youths who completed high school/GED or adult education - Report the number of youths who completed high school/GED or adult education during the year.
12. Youths continuing and/or currently enrolled in high school/GED or adult education - Report the number of youths who are continuing and/or currently enrolled in high school/GED or adult education.
13. Youths who completed vocational or on-the-job training - Report the number of youths who completed vocational or on-the-job training.
14. Youths continuing and/or currently enrolled in vocational education or on-the-job training - Report the number of youths who are continuing and/or currently enrolled in vocational education or on-the-job training.
15. Youths enrolled in college - Report the number of youths enrolled in college. (Sum of 15a and 15b).
 - 15a. Youths in community college - Of the total number of youths reported in item 15 above, enter the number of youths enrolled in a community college.
 - 15b. Youths in four-year university - Of the total number of youths reported in item 15 above, enter the number of youths enrolled in a four-year university.
16. Youths who obtained employment - Report the number of youths who obtained either full-time or part-time employment. Provide the breakout of full-time and part-time employment in items 16a and 16b.
17. Youths enlisted in military, Job Corps, or California Conservation Corps - Report those who are military, Job Corps, or California Conservation Corps enlistees.
18. Youths actively seeking employment - Report the number of youths who are actively seeking employment.
19. Youths determined unemployable, SSI eligible, or other similar special category - Report the number of youths determined unemployable, SSI eligible, or other similar category.
20. Youths who are living independently of agency maintenance program (i.e. Temporary Assistance for Needy Families, General Assistance, Food Stamps, etc.)
21. Youths who obtained subsidized housing - Report the number of youths who obtained subsidized housing such as Homeless Youth Program, psychiatric/treatment facility.
22. Youths who transitioned into other government assisted services - Report the number of youths who transitioned into other government assisted services.
23. Youths who received transitional housing placement services - Report the number of youths who lived in a supervised, transitional housing placement program.
24. Youths who were appropriate for and were denied transitional housing placement services - Report the number of youths who would have lived in a supervised, transitional housing placement program if it were available.
25. Youths for whom no information could be obtained - Report the number of youths for whom no information could be obtained or whose whereabouts are unknown.

The purpose of this report is to meet the reporting requirements specified by the U. S. Department of Health and Human Services in Public Law 100-647.
